

CONFIDENTIAL

27 December 1954

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

THROUGH : DD/P - Admin

SUBJECT : Petty Cash Fund, NEA Division

REFERENCES : a) Memo from Deputy Comptroller, dtd 8 December 1954  
b) Memo from DD/P - Admin, dtd 20 December 1954

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As suggested in reference b, the NEA Division's needs for additional petty cash funds have been reviewed and a request to expand the existing petty cash fund is hereby submitted. The following information is furnished to support this request:

a. The fund, now limited to \$100.00, should be increased to \$500.00 to meet anticipated expenditures.

b. The fund custodian will be the Division Budget and Fiscal Officer, [redacted] as recommended by the Deputy Comptroller VANCE. Reference a. The alternate will be [redacted]

c. It is recommended that the maximum expenditure from this fund be \$25.00 in view of the fact that advances are limited to a minimum of \$25.00.

d. The fund will enable this Division to make small expenditures at a distinct saving and possibly also reduce the number of small advances required. It should consequently appreciably reduce the work load in the Finance Division.

e. The fund will be used for the following purposes:

- 1) Headquarters transportation, taxi, bus, etc., to include all local travel where a travel order is not issued. At present this involves approximately \$150.00 per month for approximately 100 claims.
- 2) Telephone calls made or accepted in the immediate area after hours. Involves approximately 5 claims or \$25.00 per month.
- 3) Operational entertainment at Headquarters not to exceed \$25.00. This covers operational lunches, dinners, or miscellaneous operational expense and involves approximately 25 claims or \$150.00 per month.

*Orig & FD in action pursuant to memo of Dep Compt. 8 Dec 54 (1/3/55)*

-2-

4) Miscellaneous purchases under \$25.00 as authorized by Logistics (books, gifts, etc.). Involves 5 claims or \$50.00 per month. This procedure would be used primarily where time does not permit normal requisitioning.

f. To safeguard this fund, NEA proposes to reimburse individuals for authorized expenditures upon presentation of a reimbursement voucher (Form 33-17) with receipts, where appropriate. Vouchers will be reviewed and approved by the Division Approving Officer prior to payment. The payee will acknowledge receipt by his signature on the voucher which will be held and submitted to the Finance Division with a summary voucher for reimbursement of the fund periodically. Periodic audits of the petty cash fund will be made by the Finance Division.

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Chief  
Division of Near East  
and Africa